

## PTFA Planning Minutes

**11<sup>th</sup> November 2024**

Time: 9:00am - 10:30am  
 Location: School Office  
 Attendees: Lucy Ward, Nicola Adamson, Liz Plimmer, Grace Northwood  
 Apologies: None

Item		Action
1	<p><b>Approval of minutes from last meeting</b></p> <p>All agreed as an accurate record of the meeting</p>	
2	<p><b>Logistics &amp; Actions for Colwich Christmas (06/12/24, 6-8pm)</b></p> <ul style="list-style-type: none"> <li>▪ Only school families and extended families/friends to attend</li> <li>▪ Only school families offered/invited to be stallholders</li> <li>▪ Choir to perform on hall stage at 6:30pm for 10 minutes (approx. 3-4 songs)</li> <li>▪ School will already be decorated for Xmas</li> <li>▪ Serving hot food and mulled wine with usual bar, but no other hot drinks to be served.</li> <li>▪ Volunteers, so far from school are Miss De Ste Croix, Mrs Chalkley, Mrs Sheppard and Mrs Gully. The timings for the event are incorrect in the staffroom, so this may change. Update the timings in the staffroom – LP.</li> </ul> <p><b>Preparation</b></p> <ul style="list-style-type: none"> <li>▪ Create A5 flyer for children to take home in their bags - NA</li> <li>▪ Print flyers &amp; cut to size in school - LW/LP</li> <li>▪ Create &amp; print posters to put up around school – NA</li> <li>▪ Buy games prizes - GN</li> <li>▪ Stock take left over toy shop for prize stock - LW/NA</li> <li>▪ Stock take bar - GN</li> <li>▪ Ask Louise (cook) to price up costs for turkey &amp; stuffing for baps – LP</li> <li>▪ Ask Louise (cook) to cook sausages and veggie sausages as an alternative to turkey baps – LP</li> <li>▪ Buy baps, sausages, veggie sausages, cranberry sauce (if agreed with Louise) - LW</li> <li>▪ Organise floats - GN</li> <li>▪ Buy bar stock – GN</li> <li>▪ Mulled wine available in Bar via slow cooker (buy more stock than last year). - GN</li> <li>▪ Cancel Santa - LW</li> <li>▪ Make Xmas baking competition prizes (aprons?) - NA</li> <li>▪ Order Aprons? – NA</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Ask Matilda Melts to attend - LW</li> <li>▪ Ask Wreath Maker to attend (Grace's Mum) - GN</li> <li>▪ Ask Reindeer to attend &amp; confirm logistics (housing &amp; photos etc) - LW</li> <li>▪ Borrow Brownie games - LW</li> <li>▪ Make parcels for Pick a Present game - NA</li> <li>▪ Collect empty wine bottles – GN</li> <li>▪ Supply current teddy stock – GN/LW</li> <li>▪ Prepare Pull a Bear game – GN</li> <li>▪ Supply snowballs - GN</li> <li>▪ Buy PTFA seasonal headwear for volunteers (Santa hats or boppers) – LW</li> <li>▪ Ask choir to wear festive jumpers, hats or scarfs - LP</li> </ul> <p><b>Event Layout</b></p> <p>We agreed to place games in the hall, bar in reception A, external stalls &amp; cakes in reception B, choir on stage in hall. Should we need to reshuffle on the day, there will be plenty of time for a re-think as we have access to the hall from 1pm.</p> <p><b>Attractions On Offer &amp; Volunteers Required</b></p> <ul style="list-style-type: none"> <li>▪ BAR -</li> <li>▪ Hot Food -</li> <li>▪ Cakes - Enquire if Alison Gould &amp; Jenny Fielder will assist?</li> <li>▪ Christmas Raffle -</li> <li>▪ Pick A Present - NA</li> <li>▪ Adult Tombola -</li> <li>▪ Kids Tombola -</li> <li>▪ Pull A Bear –</li> <li>▪ Snowman Shot -</li> <li>▪ Play Cards Right (Brownie game) - GN</li> <li>▪ Shooting Range (Brownie game) -</li> <li>▪ Water vs Wine Hoopla -</li> <li>▪ Reindeer -</li> <li>▪ Choir - 6.30pm</li> <li>▪ Winner of Xmas Baking Competition Announcement &amp; Prize (to encourage guests to stay)</li> <li>▪ Winner of Raffle Prizes. Should this be announced too, as only a few prizes to announce?</li> </ul>	

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3	<p><b>Autumn-Disco Wrap-up</b></p> <p>Autumns Disco was a success and xx was raised.</p> <ul style="list-style-type: none"> <li>▪ Do not use DJ from No1 Entertainment.</li> <li>▪ Position of the DJ at the front of the hall worked better. Use this position moving forward.</li> <li>▪ More £1s need on the bar and on the door.</li> <li>▪ NA would prefer two separate floats for tattoos and face jewels.</li> <li>▪ Tattoos were very busy, so moving forward only have tattoos at the Autumn Disco and both tattoos and face jewels at the Friendship Disco.</li> <li>▪ Bar – buy more white wine as we ran out on the night.</li> <li>▪ VIP room wasn't as successful as at previous events and a lot of effort for a much smaller class size. Free sweets went and not many mocktails brought.</li> <li>▪ Consider creating a VIP space for the Year 6s the chillout in, but with no mocktails and no chaperones simply floaters to check in throughout the event.</li> </ul>	
4	<p><b>Finances &amp; Banking</b></p> <p><b>Current finances</b></p> <ul style="list-style-type: none"> <li>▪ Do not use DJ from No1 Entertainment.</li> <li>▪ Current bank balance is £4,435.47.</li> <li>▪ Outstanding receipts to reimburse for NA, LW and ZooLab – LW/LP.</li> <li>▪ Share Treasurer email and cashbook with Liz Plimmer – LW.</li> </ul> <p><b>Banking</b></p> <ul style="list-style-type: none"> <li>▪ Team agreed to move our banking over to NatWest and after the Christmas Fair we will move all fund over to the new account. Natwest account comes with a bank card meaning all future purchases by the team can be done directly through the bank and negate many transactions and need for reimbursements.</li> <li>▪ Open account and liaise with the team for details required – GN.</li> </ul> <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>▪ PTFA Meetings will be decided in advance and communicated to the school community well in advance to encourage new members to join.</li> </ul>	

**Colwich CE Primary School Parents Teachers and Friends Association (PTFA)**  
**Charity No. 1039298**

Item		Action
	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"><li>▪ TBC after Christmas event.</li></ul>	